From Funding Plan to Funding Programs

Creating a comprehensive system of early childhood programs for Arizona's children

Funding Plan to Logic Model

- Finance Division Staff will develop a *scope of work logic model* for each strategy listed in the Funding Plan

  - Includes elements such as budget, implementation considerations, evaluation (see sample)

  - Finance Division Staff & the Regional Coordinator will discuss the logic model information and make modifications

  - Draft logic models will be shared with Regional Partnership Councils to modify and capture the intended focus of the strategy

A Logic Model is:

"A sequential program planning, implementation and evaluation process that identifies and links all elements to achieve positive impacts on individuals and the community."

Why Use a Logic Model?

- 1) For First Things First staff in the development of an RFGA:
  - Common vocabulary & processes - creates consistency across Regions that will have varying funding opportunities
  - Helps to demonstrate the connectedness of all components (modules)
- 2) For Applicants:
  - Common vocabulary & processes
  - Integrated strategies & processes for Request for Grant Applications (RFGAs), both First Things First and   other grant requests

Request for Grant Application Scope of Work Logic Model

LINK

| Needs & Assets	Goals & Key Measures	Strategies	Implementation	Performance and Evaluation
FTF Regional Needs & Assets: ➤ Identify the needs ➤ Identify the assets ➤ Review and identify relevant data to support information on local needs & assets ➤ Analyze data and other local information to determine gaps or service needs ➤ Identify existing resources and assets directed toward needs to determine gaps to be addressed RFGA Applicant Description: ➤ Identify your stakeholders and partners ➤ Identify capacity to address an identified need	FTF Goals and Key Measures to be addressed based on identified needs and assets **Goal:** Broad measurable statement of intent to set a future direction. The goal communicates the direction of (more, less, maintain) the result statement. **Key Measures:** The measures selected as markers of success. Key measures are specific, observable, measurable characteristics or changes that represent achievement of success. Key measures are what is observed, measured, assessed or monitored in clients or systems to learn f the outcome has been achieved.	Strategies are chosed based on the Regional Needs & Assets reports and are designed to address the Goals and Key Measures. FTF has approved 32 strategies. Regions may select additional strategies based on need; these strategies must meet the FTF criteria. Regional Partnership Councils will define the target population for each strategy.	Develop steps to implementation including: **Activities** • Participants (recruiting and retaining participants) • Staff (recruiting, training, accountability) • Program Implementation (timelines, scheduling) **Tasks** • Detailed subset of the Activities • Includes specific description of deadlines and accountability **Budget** • Financial resources needed to implement the chose strategy	Evaluation provides accurate and valid information for making decisions about strategy improvement, continuation and modification and to determine whether the strategy is successful. Performance Measures are short term impacts that link to the key measures ➤ Measures service numbers ➤ Measures participant changes in knowledge, attitudes, assets and behaviors. ➤ Includes assessment tools ➤ Includes a description of data collection plans and overall evaluation plans ➤ Quality assurance plan
Are strategies and goals tied to the needs and assets?	Are Goals and Key Measures tied to the Performance Measures?	Are the strategies addressing the Performance Measures?	Are the strategies being implemented as written?	Is there ongoing assessment and quality improvement?

Continuous Feedback Loop

The Logic Model:

Five Modules

1. Needs/Assets (identify the problem or strength)
2. Goals/Key Measures (factors that the strategy will address)
3. Strategies (how goals will be achieved)
4. Implementation (activities & tasks needed to deliver the strategy successfully)
5. Performance and Evaluation (expected results/final outcomes)

- PLUS….**LINKAGES!**

Why is Linkage so Important?

- It provides a system for ensuring that strategies are directed toward the achievement of goals and key measures that are tied to clearly defined needs and that an evaluation process is in place to measure the results.

- Discourages fragmented or disconnected strategy design and evaluation
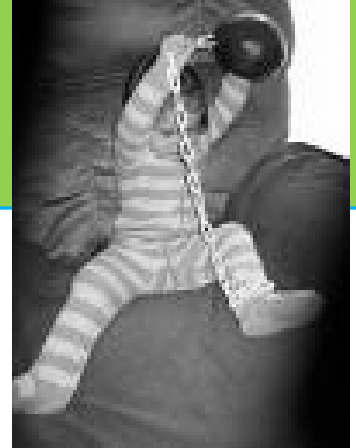
Scope of Work - Narrative

- The narrative scope of work is developed from the agreed final scope of work logic model

- Finance Division Staff will draft the narrative Scope of Work to be shared with and modified by the Regional Coordinator and Regional Partnership Councils

- Once the narrative is final; Finance Division Staff will copy the narrative into an established RFGA template. At this point, the document is not available to the public until it is released.

What is an RFGA?

➢ An RFGA is a Request for Grant Application. It is a formal competitive process required when a state governmental unit (i.e. Board of First Things First and Regional Partnership Councils) makes grant awards.

➢ It is the preferred way that First Things First and each Regional Partnership Council can enter into an agreement for services that will affect change in the birth through age five population in our communities.

Why an RFGA?

It is the most publicly transparent option First Things First has in distribution of funds.

It has more flexibility compared to typical procurement processes.

$how Kids the Money

RFGA

- Once the RFGA is drafted, First Things First Staff including Regional Coordinators, Managers, and Policy Specialists will review and offer suggestions for changes to the document.

- An RFGA issuance timeline will also be agreed upon.

Timeline & Key Responsibilities

Example Timeline

Regional Council Key Responsibilities

- Scope of Work Development - December/January

- The RFGA review process – How many reviewers are needed? How many review teams do you anticipate? When can the review committee meet? Where can the review committee meet? – January/February

- Selection of the review committee – Who would be a good reviewer? (confidentiality & conflict) Generate a larger list than needed. Who has experience or expertise in the area? Who has the time available?, etc. - January/February

- Regional Partnership Councils approval of Review Committee recommendations April/May

The RFGA Review Process

- Review Committee Selection
- Training the Review Committee
- RFGA Application Review
  - Strengths/Weaknesses/Clarifications
- Recommendation to Regional Partnership Councils
- Recommendations to Board of First Things First

Selecting the Reviewers

➢ The Regional Partnership Councils can determine the members of the application review committee.

    ➢ Remember the conflict of interest and confidentiality element are critical for the review process.

Conflict of Interest

➢ A reviewer who fails to disclose contact with a representative of an applicant or who fails to provide accurate information on the confidentiality/conflict interest form is subject to a penalty of at least $1,000, but no more than $10,000.

➢ A person who intentionally or knowingly participates in an award of a grant pursuant to a scheme or artifice to avoid the requirements of ARS 41-2701 is guilty of a class 4 felony and is also personally liable for the recovery of all public monies paid, plus 20% of the amount and legal interest from the date of payment and all costs and damage arising out of the violation.

Selecting the Reviewers

➢ The Review Committee

  ➢ If your Regional Partnership Council is having a formal "subcommittee" to review grant applications, then that is subject to Open Meeting Law; however, the review can be discussed in Executive Session (per grant statute).

  ➢ An RFGA review committee meeting is not subject to Open Meeting Law if only held to review applications and not established as a formal Regional Partnership Council workgroup/subcommittee.

Selecting the Reviewers

➤ The Review Committee

  ➤ Generate a list of potential reviewers – more than you may need and include interested, conflict-free Regional Partnership Council members.

  ➤ Consider the number of RFGAs released in your regional and the number of potential applications you may receive – this will determine if you need multiple review teams or single review teams.

  ➤ Review Committees must be at least 3 members. The more reviewers you have the more time it takes to reach consensus & discuss all applications received

Review Committee Recommendations

- The review committees make recommendations to the Regional Partnership Council.

- The Regional Partnership Council accepts/modifies/denies the recommendations.

- Each Regional Partnership Council makes recommendations to the Board

- The Board accepts/modifies/denies recommendations.

Awards

➤ Upon acceptance of recommendations by the Board of First Things First, award and regret letters are issued.

➤ Grantees receive a packet of information needed for successful grant management.

➤ Orientation Meetings are held for all Grantees.

Public Review

➢After award (30 days) the public can look at the procurement file in person at our office.

　➢Look at strengths/weaknesses/scores of all applicants.

　➢Useful information improves future application(s).

➢Provides documented evidence of transparency and fairness of the process.